



# Civilian Personnel Advisory Center (CPAC) 5450 Strom Thurmond Blvd, Room 229 Fort Jackson, SC 29207



Maria J. Franklin, HR Specialist (Benefits)

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# 5 STEPS TO RETIREMENT



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For all Department of the Army civilian employees, retirements are processed through the ABC-C. The ABC-C strongly suggests that you submit your retirement application package **within 90-120 days in advance of your retirement date**. Remember, your timely submission will help ensure a timely first annuity payment. Please note that retirement is not an “electronic” process – you must complete a retirement application package and mail to the ABC-C.

## **ABC-C Mailing Address:**

Army Benefits Center (ABC-C)  
303 Marshall Avenue  
Fort Riley, KS 66442-5004  
(877) 276-9287

## **ABC-C Website:**

<https://www.abc.army.mil/sitemap.htm>



# 5 STEPS TO RETIREMENT

## Step 1) ABC-C receives your retirement package:

- Reviews retirement package
- Sends letter acknowledging receipt and requests missing forms/documents
- Requests OPF 60-90 days out



## Step 2) 30-60 days prior to retirement:

- Retirement package assigned to counselor

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## Step 3) ABC-C retirement counselor:

- Verifies required forms and documents
- Processes retirement package
- Provides final retirement counseling
- Retirement package is forwarded to DFAS



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# 5 STEPS TO RETIREMENT

## Step 4) 2 - 4 weeks after retirement:

- Final paycheck is received
- Lump sum annual leave is paid
- VSIP payments if applicable



## Step 5) 6 - 8 weeks after retirement:

- Receive 1st INTERIM payment
- Receive letter from OPM with CSA number. Once you receive your CSA number OPM will be your servicing agency.

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Contact your local CPAC for an appointment.

**Maria J. Franklin**

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